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MIRANDA PASTER
ACTING DIVISION HEAD

July 21, 2011

Honorable Members of the City Council
City Hall, Room 395
200 North Spring Street
Los Angeles, California 90012

Council District 4

REGARDING: THE LARCHMONT VILLAGE (PROPERTY-BASED) BUSINESS IMPROVEMENT DISTRICT'S 2011 FISCAL YEAR ANNUAL PLANNING REPORT

Honorable Members:

The Office of the City Clerk has received the Annual Planning Report for the Larchmont Village Business Improvement District's ("District") 2011 fiscal year (CF 09-0818, 09-2802). The owners' association of the District has caused to be prepared the Annual Planning Report for City Council's consideration. In accordance with Section 36600 et seq. of the California Streets and Highways Code ("State Law"), an Annual Planning Report for the District must be submitted for approval by the City Council. The Larchmont Village Business Improvement District's Annual Planning Report for the 2011 fiscal year is presented with this transmittal for City Council's consideration as "Attachment 1."

BACKGROUND

The Larchmont Village Business Improvement District was established on October 2, 2002 by and through the City Council's adoption of Ordinance No. 174,873, which confirmed the assessments to be levied upon properties within the District, as described in the District's Management District Plan. The City Council established the District pursuant to State Law.

ANNUAL PLANNING REPORT REQUIREMENTS

The State Law requires that the District's owners' association shall cause to be prepared, for City Council's consideration, an Annual Planning Report for each fiscal year for which assessments are to be levied and collected to pay for the costs of the planned District improvements and activities. The Annual Planning Report shall be filed

with the City Clerk and shall refer to the district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following: any proposed changes in the boundaries of the district or in any benefit zones within the district; the improvements and activities to be provided for that fiscal year; an estimate of the cost of providing the improvements and the activities for that fiscal year; the method and basis of levying the assessment in sufficient detail to allow each real property owner to estimate the amount of the assessment to be levied against his or her property for that fiscal year; the amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and the amount of any contributions to be made from sources other than assessments levied.

The attached Annual Planning Report, which was approved by the District's Board at their meeting on December 31, 2010, complies with the requirements of the State Law and reports that programs will continue, as outlined in the Management District Plan adopted by the District property owners. The City Council may approve the Annual Planning Report as filed by the District's owners' association or may modify any particulars contained in the Annual Planning Report, in accordance with State Law, and approve it as modified.

FISCAL IMPACT

There is no impact to the General Fund associated with this action.

RECOMMENDATIONS

That the City Council:

1. FIND that the attached Annual Planning Report for the Larchmont Village Business Improvement District's 2011 fiscal year complies with the requirements of the State Law.

2. ADOPT the attached Annual Planning Report for the Larchmont Village Business Improvement District's 2011 fiscal year, pursuant to the State Law.

Sincerely,

June Lagmay
City Clerk

JL:HLW:MCP:RMH:PM:ev

Attachment: Larchmont Village Business Improvement District's 2011 Fiscal Year Annual Planning Report

Attachment 1

Larchmont Village Property Owners Association
180 S. Lake Ave. #420
Pasadena, CA 91101
Phone (626) 584-8007
Fax (626) 584-0961

RECEIVED
JUN 20 2011
ADMIN. SVCS

December 15, 2010

Mr. Eugene Van Cise
Administrative Services
Office of the City Clerk, Room 224
200 North Spring Street
Los Angeles, CA 90012

RE: 2011 Annual Planning Report for the Larchmont Village Business Improvement District

Dear Mr. Van Cise,

On December 15, 2010, the Larchmont Village Property Owners Association, a California Non-Profit organization contracted through agreement No. C-104630 with the City of Los Angeles to manage services provided to the Larchmont Village Business Improvement District, met with our Advisory Board to review the proposed 2011 budget and activities.

During the meeting of December 31, 2010, the BID management company presented the attached 2011 Annual Planning Report to our Advisory Board. The report was approved by the Advisory Board at that meeting.

On behalf of the Advisory Board, I would like to present the 2011 Annual Planning Report for the Larchmont Village Business Improvement District to the Office of the City Clerk and to the Los Angeles City Council for their review and approval.

Please ask me if you have any questions.

Sincerely,

Erin M. Dolan
Manager

2011 Annual Planning Report

Larchmont Village Business Improvement District

District Name: This report is for the Larchmont Village Business Improvement District.

Fiscal Year of Report: This report covers proposed activities from January 1, 2011 through December 31, 2011.

Boundaries: The boundaries of the Larchmont Village Business Improvement District will remain the same for the 2011 fiscal year as in previous fiscal years and as listed in the Management District Plan, which is: the east and west sides of Larchmont Boulevard between Beverly Boulevard on the north and 1st Street on the south. A more detailed description of the boundaries is listed in the Management District Plan.

Benefit Zones: The benefit zones for the Larchmont Village Business Improvement District will remain the same for the 2011 fiscal year as in previous fiscal years. There is only one benefit zone.

Improvements and Activities for 2011: The following are the improvements and activities planned for the Larchmont Village Business Improvement District in order by category as listed in the Management District Plan:

1) **Security:** The merchants' association had been paying for a part time security guard who provided safety along the sidewalks. The BID agreed to help with the cost of the security guard, which was started with the holiday season, Christmas 2002. The cost to the BID of providing the security for 2011 is estimated at $15,000, or 18% of the budget.

2) **Sidewalk Cleaning, Trash Bin Maintenance and Tree Pruning:** Clean Street provides both trash collection and porter services for Larchmont Blvd. Smart Wash, Inc. is responsible for monthly pressure cleaning of the sidewalks and for pressure cleaning the lids on the sidewalk trash receptacles on the 2nd Tuesday of each month. The cost of providing this maintenance for 2011 is estimated at $40,480. The BID has agreed to pay for tree pruning every other year. The trees will be pruned in November 2011 at a cost of $11,000. The trees are due to be pruned in November 2011. Holiday lighting is provided by the Larchmont Boulevard Association at a cost of $2,000. The cost to the BID of providing sidewalk cleaning, trash bin maintenance and tree pruning for 2011 is estimated at $53,480, or 62% of the budget.

3) **Administration/Operating Expenses/Miscellaneous:** Dolan & Knight Property Management, Inc. provides the day-to-day management of the BID and charges $700 per month. Directors and Officers insurance premiums are paid in the 2nd quarter of each year. The cost of providing administration for 2011 is estimated at $15,410. The City of Los Angeles will charge an administrative fee of $2,111.91 during 2011. The cost to the BID for administration/operations for 2011 is estimated at $17,521.91, or 20% of the budget.

Total Estimate of Cost for 2011: A breakdown of the total estimated 2011 budget is attached to this report as Appendix A.

Method and Basis of Assessment: The Method and Basis of levying the 2011 assessment is based on linear street frontage of each assessable parcel at a rate of $35.09 per linear foot of street frontage along North Larchmont Boulevard. In accordance with the CPI Index for the Los Angeles region, the District's Owners' Association approved an annual assessment rate increase of 0 percent for fiscal year 2011.

Amount of Surplus/Deficit from previous Fiscal Year: There is a surplus of $5,955 from the 2010 fiscal year to be carried forward into fiscal year 2011.

Amount of Contributions from other sources: The BID has been receiving an annual donation of $2,000.00 from the Dept. of Water & Power for holiday decorations. This money is passed on to the LBA due to the fact that they provide the decorations.

Appendix A

Larchmont Village Property Business Improvement District
2010 Expenditures
2011 Projected Budget

TIN: 95-4687714

Statement of Activities	Fiscal Year 2010 Annual Budget 1/1/10-12/31/10	Fiscal Year 2010 Annual Expenditures 1/1/10-12/31/10	Fiscal Year 2011 Annual Budget 1/1/11-12/31/11
Support and Revenue			
Projected Assessment	70,868.69		78,041.66
Assessment Revenue	70,868.69	70,258.01	78,041.66
Donations- DWP	2,000.00	2,000.00	2,000.00
Borrowed Funds			
Reimbursement			
Interest Income	5.00	2.25	5.00
Balance from Prior Year	4,073.37	4,073.37	5,955.25
Total Revenue	**76,947.06**	**76,333.63**	**86,001.91**
Expenses			
Sidewalk Cleaning (Steam)	7,000.00	9,100.00	9,100.00
Sidewalk Daily Maintenance	1,200.00	1,200.00	1,200.00
Sidewalk Porter	30,000.00	30,180.00	30,180.00
Trash Liners (LBA)	0.00	0.00	0.00
Trash Pick-Up	0.00	0.00	0.00
Trash Bin (parking lot)	0.00	0.00	0.00
Tree Trimming	0.00	0.00	11,000.00
Sidewalk Repair	0.00	0.00	0.00
Administrative (D&K)	8,400.00	8,400.00	8,400.00
Administrative (City of L.A.)	0.00	0.00	2,111.91
Insurance	6,100.00	5,789.38	6,100.00
Adm./Mgt. Services	800.00	700.00	700.00
Taxes/Fees/Permits	100.00	10.00	10.00
Sidewalk Security	15,000.00	15,000.00	15,000.00
Loan Repayment	0.00	0.00	0.00
Legal Settlement	0.00	0.00	0.00
Holiday Decorations- DWP	2,000.00	0.00	2,000.00
Miscellaneous	0.00	14.00	200.00
Total Expenses	**70,600.00**	**70,393.38**	**86,001.91**
Contingency Reserve	**4,591.03**	**5,955.25**	**0.00**
Total	**77,591.03**	**76,348.63**	**86,001.91**

INCOME

Carryover from 2010	$ 5,955.25
DWP Grant	$ 2,000.00
Interest Income	$ 5.00
2011 Assessment Revenue	$78,041.66
TOTAL INCOME	$86,001.91

EXPENSE

Security	$15,000.00
Sidewalk Cleaning, Tree Pruning, Trash Bin Cleaning	$51,480.00
Administration/Operations	$19,521.91
Contingency/Reserve	$ 0.00
TOTAL EXPENSE	$86,001.91